

POLICE OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Patrol the entire city or an assigned part thereof and investigate all irregular conditions and circumstance, suspicious persons and their activities, detect and prevent crime, direct traffic when necessary or as expressly assigned, assist the public, and make arrests as required by law.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class is primarily confined to patrol and traffic direction tasks, and requires considerable independent ability and responsibility in emergencies. Employees usually work alone and are subject only to general supervision of a superior, however, special assignments are usually carried out under the immediate and special supervision of a superior officer.

EXAMPLES OF WORK

(Illustrative only.)

Patrol assigned area on foot, on a motorcycle, or in a radio cruising car, as required;

Report immediately to headquarters any hazardous conditions found in streets or on sidewalks, such as fallen tree limbs or electrical power lines, broken water or gas mains, etc.

Give special assistance to fire trucks, ambulances, doctor's cars, and public utility emergency repair vehicles in getting through traffic and congested area during emergencies;

Direct traffic and keep it moving; mark cars for overtime parking, investigate traffic accidents and make reports to headquarters;

Watch for and investigate suspicious activities, be on the lookout for wanted and missing persons, stolen cars and property;

Answer questions for, direct, and assist the public;

Check railway and bus stations for vagrants, disorderly persons, wanted and missing persons, and generally protect and assist the traveling public;

Maintain order in crowds and at public gatherings;

Receive and transmit radio messages from radio patrol cars;
Escort parades, funeral processions, and convoys;

Serve subpoenas and execute warrants, as directed;

Arrest law violators as required by law;

Search arrested persons for offensive or dangerous weapons, and
incriminating evidence;

Escort prisoners to headquarters and have them booked on
charges;

Escort prisoners to court and testify in court, when required;

Make reports.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must
be met by the filing deadline for application for admission to
the examination.

Must meet all requirements of the Municipal Fire and Police
Civil Service Law, including being a citizen of the United
States and of legal age.

After offer of employment, but before beginning work in this
class, must pass a physical examination, the selection and
administration of which shall be authorized by the Appointing
Authority, designed to demonstrate good health and physical
fitness sufficient to perform the essential duties of the
position, with or without accommodation.

Must have a high school diploma or a valid certificate of
equivalency issued by a state department of education.

Must possess a valid driver's license.

Must not be less than twenty one (21) years of age.

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